

IPEDS Web-Based Data Collection, Spring 2004
Edit Specifications for Finance Surveys

Finance Survey - Public Institutions

Part A - Current Funds Revenues by Source

Revenue sources on lines 1 (tuition and fees), 4 (state appropriations), and 6 (federal grants and contracts) may not be left blank or given a value of zero unless an explanation is given. No revenue source amount may be reported as less than zero.

Federal grants and contracts revenue, as reported on line 6, must be greater than or equal to the sum of amounts reported on Part E, lines 1 and 2, which include Pell grants and other federal grants and scholarships, or the data cannot be locked. An explanation is required if state grants and contracts revenue, as reported on line 7, is not greater than or equal to the amount reported on Part E, line 3, state grants and scholarships. An explanation is also required if the amount reported as local grants and contracts revenue on line 8 does not equal or exceed the amount reported on Part E, line 4, local government grants and scholarships.

If a revenue amount is reported on line 12, auxiliary enterprises, an expenditure amount must be reported on Part B, line 13. If a revenue amount is reported on line 13, hospitals, an expenditure amount must be reported on Part B, line 16. The amount reported on line 13 will automatically be carried to Part J, line 8, the total line for hospital revenue. If a revenue amount is reported on line 15, independent operations, an expenditure amount must be reported on part B, line 19, or an explanation will be required.

Line 16, total current funds revenues must be completed. This amount is used to compute line 14, other sources, by subtracting all other reported revenue sources from the total reported on line 16. If the sum of the reported revenue source items exceeds the total entered on line 16, this will cause a negative amount to be computed for line 14, which will yield an error for that line.

Part E - Scholarship and Fellowship Expenditures

It is expected that all public institutions participating in IPEDS award Pell grants to students. Therefore, an amount greater than or equal to zero must be entered on line 1. None of the scholarship and fellowship amounts may be less than zero.

Total scholarship and fellowship expenditures is computed as the sum of the amounts entered above on lines 1 through 6. This total feeds into part B line 9, scholarships and fellowships expenditures, and should match the amount reported on the institution's financial statements for this function. An explanation is required if the total scholarship and fellowship expenditures amount is not between 40% and 200% of the prior year's total.

Part B - Current Funds Expenditures by Function

This part of the finance survey should be completed after part E - Scholarship and

Fellowship Expenditures. The total from Part E flows to Part B, line 9.

Instruction and institutional support are expected expenditures in any postsecondary institution. If no amount is reported on either of these two lines or if the reported amount is zero, an explanation is required.

Data cannot be locked if the amount reported on any of the basic functions, instruction (line 1), research (line 2), public service (line 3), academic support (line 4), student services (line 6), institutional support (line 7), or operation and maintenance of plant (line 8) is less than zero.

The total of E&G expenditures and transfers on line 12 is generated as the sum of the amounts reported above (including the total carried forward to line 9 from Part E Scholarship and Fellowship Expenditures) and must be greater than zero. If the amount is computed as zero, an explanation is required. If the amount does not fall between 40% and 160% of the prior year's total E&G, the institution will be asked to confirm the amount.

Nonmandatory transfers for auxiliary enterprises, hospitals, and independent operations must not exceed the related total expenditures for those categories. The expenditures for those categories may not be less than zero.

Total current funds expenditures and transfers must be entered on line 22. This amount is used to compute the amount of "other expenditures" which appears on the line above 22 when the data is submitted. Other expenditures are computed as the difference between the amount reported on line 22 and the sum of lines 12, 13, 16, and 19. If the amount reported on line 22 is greater than the sum of lines 12, 13, 16, and 19, a negative difference will be generated which will create an error. The total current funds expenditures and transfers is expected to fall between 40% and 160% of the prior year total. If this is not true, the institution will be asked to confirm this.

Total salaries and wages for E&G may not be less than zero. If this amount is left blank or entered as zero, an explanation will be required. The amount of employee fringe from institutional and non-institutional accounts may not be less than zero. You must enter an amount greater than or equal to zero in total E&G employee compensation. This amount is used to compute employee fringe from non-institutional accounts. If the amount entered for total E&G employee compensation is less than the sum of total salaries and wages (line 23) and total E&G employee fringe from institutional accounts (line 24), a negative amount will be generated for the total E&G employee fringe from non-institutional accounts (line 25), causing an error.

Part G - Indebtedness on Physical Plant

All amounts reported in this Part must be greater than or equal to zero.

Part H - Details of Endowment

This part will appear only for institutions that have answered the endowment screening question indicating that the institution, its affiliated entities or foundations own endowment assets.

All amounts reported in this Part must be greater than or equal to zero.

Part J - Hospital Revenues

Any amounts reported on Part J must be greater than or equal to zero.

The total on line 8 is carried forward from the amount entered in Part A, line 13. Other sources amount on line 7 is calculated as the difference between the total (as reported in Part A) and the sum of the detail items reported on lines 1 through 6 of Part J. If the total as reported in Part A is less than the sum of lines 1 through 6, a negative amount will be generated for Other sources, causing an error.

Part K - Physical Plant Assets

Any amounts entered on lines 1 through 3 must be greater than or equal to zero. If the book value land at the end of the year (line 1) is left blank, an explanation is requested.

The amount reported for buildings should be between 40% and 200% of the amount reported for buildings in the prior year. If it does not fall within that range, the institution will be asked to confirm this.